



**IMPORTANT INFORMATION FOR COMPLETING YOUR  
TEXAS APPORTIONED RENEWAL APPLICATION**

**PLEASE READ CAREFULLY!**



*Texas Department of Transportation • Vehicle Titles and Registration Division  
International Registration Plan Branch • P.O. Box 26440 • Austin, Texas 78755-0440  
(512) 374-5250 • Fax (512) 374-5265  
[www.dot.state.tx.us/vtr/irp/inside.htm](http://www.dot.state.tx.us/vtr/irp/inside.htm)*



# IMPORTANT APPORTIONED REGISTRATION RENEWAL INFORMATION

The expiration month for your account is **MARCH** for processing under the staggered apportioned registration program. Your current apportioned registration credentials expire 5 working days after **MARCH 31, 2007**.

Upon renewal, your credentials will expire 5 working days after **MARCH 31, 2008**.

The Texas Department of Transportation (TxDOT) is in the process of implementing a new International Registration Plan (IRP) processing system. There will now be additional requirements and changes pertaining to the completion of your apportioned renewal application. In order to assist us in processing your application, please be aware of the following changes:

*Texas Department of  
Transportation Renewal  
Application - Schedule B.*

**PLEASE VERIFY THAT THE PHYSICAL AND MAILING ADDRESS  
ON YOUR RENEWAL FORM SCHEDULE B ARE CORRECT.**

## **New Requirements on the Renewal Form Schedule B**

### **TAX ID (FEIN OR SSN)**

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number (FEIN) and is used to identify a business entity. If you do not have a FEIN number, you can complete an application online at <http://www.irs.gov/> or contact your local IRS office.

### **USDOT #**

The USDOT # is the identification number that the Federal Motor Carrier Safety Administration (FMCSA) assigns to each motor carrier that conducts interstate operations. If you do not have a USDOT #, you can apply online at <http://www.fmcsa.dot.gov/> or contact the Motor Carrier Division at 1-800-299-1700.

### **NEW DISTANCE CODE INDICATORS**

The distance codes for reporting accrued distance for your apportioned vehicle(s) has changed. **CODE ONLY THE STATES REQUIRED TO BE SHOWN ON THE CAB CARD. DO NOT INDICATE 0 MILES TRAVELED FOR ANY STATE.** The new definitions are as follows:

Codes: A = Actual distance accrued for each vehicle in the fleet.

1 = 1st year estimate (is used when adding a new jurisdiction on to your apportioned fleet that has not previously been on your cab card)

2 = 2nd year estimate (is used when registering a jurisdiction that is already on your fleet, but which has not accrued actual distance during the previous mileage reporting period)

N = Non-prorated distance (previously indicated as 3's)

On your renewal application please place a check (✓) in the boxes next to your desired jurisdictions, fill in distance traveled by the entire fleet for each jurisdiction for the requested mileage reporting period (July 1st through June 30th), and indicate proper distance code for each jurisdiction selected.

In addition, a mileage chart (see page 8) showing average miles for Texas based carriers for each jurisdiction has been developed. These mileage figures should be used any time you are estimating unless you feel the figures on the mileage chart do not reflect a reasonable estimation of your operations. **In this case**, you may use your own figures, which must be approved by the Texas IRP section. **THE SCHEDULE G (SEE PAGE 9) SHOULD BE USED ONLY WHEN USING YOUR OWN FIGURES FOR ESTIMATION.**

The base jurisdiction may adjust the estimates if the base jurisdiction is not satisfied with their correctness. **Large mileage estimates in states having low fee rates will cause the application to be questioned and proof of operations will be required.**

# Proof of Heavy Vehicle Use Tax (HVUT), IRS Form 2290

\*\*\* NEW \*\*\*

Mail validated proof of payment of HVUT to the Special Registration Branch as soon as payment has been made to the IRS.

Include the Schedule I (if required). Due to Federal law, proof of payment of the **FEDERAL HEAVY VEHICLE USE Tax (HVUT)** is required when licensing vehicles at 55,000 pounds or more gross weight or combined gross weight. Proof is not required on new or used units being titled and registered within sixty (60) days of the date shown on the receipt for application of Texas title.

Acceptable proof of payment is a copy of a **RECEIPT STAMPED** Internal Revenue Service (IRS) Schedule I (Form 2290) for the tax period **JULY 1, 2006 THROUGH JUNE 30, 2007**. The Schedule I (Form 2290) requires a listing of your vehicle identification number for up to twenty-one (21) units. If your fleet exceeds 21 units, vehicle identification numbers are not required. However, the total number of units listed on LINE A, PART III, must be equal to, or more than, the number of registrations.

- ✓ In lieu of a **RECEIPT STAMPED** Schedule I (Form 2290), a copy of your Form 2290 (with Schedule I) **AND** copies of both sides of the canceled check will be acceptable proof of payment.
- ✓ If you use owner/operators, copies of their **RECEIPT STAMPED** Schedule I (Form 2290) or copies of their Form 2290 (with Schedule I) **AND** copies of both sides of their canceled check **MUST BE INCLUDED**.
- ✓ **THIS INFORMATION MUST ACCOMPANY YOUR APPLICATION OR THE APPLICATION WILL BE RETURNED TO YOU FOR CORRECTION.**
- ✓ Questions regarding this tax should be directed to the **INTERNAL REVENUE OFFICE** at 1-800-829-1040 or to a local IRS office.

**PHYSICAL ADDRESS: ENTER THE ADDRESS WHERE THE REGISTRANT HAS AN ESTABLISHED PLACE OF BUSINESS. THE PHYSICAL ADDRESS MUST BE IN THE STATE OF TEXAS AND CANNOT BE A POST OFFICE BOX.**

## Proof of Financial Responsibility

The Texas Department of Transportation has a mandatory financial responsibility law. **IF YOU ARE REGISTERED AS A MOTOR CARRIER WITH THE TEXAS DEPARTMENT OF TRANSPORTATION, YOU MAY SUBMIT A COPY OF YOUR MOTOR CARRIER REGISTRATION CERTIFICATE (FORM 1899).**

THE MOST COMMON EVIDENCE OF FINANCIAL RESPONSIBILITY IS A LIABILITY INSURANCE CARD ISSUED TO THE POLICY-HOLDER BY THE INSURANCE COMPANY. Examples of other types of acceptable proof include insurance policies and binders, pool coverage documents and certificates of self-insurance, bond, etc.

**CURRENT PROOF OF FINANCIAL RESPONSIBILITY MUST BE SUBMITTED WITH YOUR RENEWAL APPLICATION.**

**LEASES: WHEN THE LESSOR PROVIDES THE INSURANCE AND THE INSURANCE DOCUMENTS REFLECT THEIR NAME, A COPY OF THE LEASE AGREEMENT WITH THAT COMPANY MUST BE INCLUDED WITH YOUR APPORTIONED RENEWAL APPLICATION.** The original or a photocopy of the evidence satisfies the requirement of proof of financial responsibility. **ALL ORIGINAL DOCUMENTATION IS RETURNED TO THE APPLICANT.**

**QUESTIONS ABOUT PROPER EVIDENCE OF FINANCIAL RESPONSIBILITY SHOULD BE DIRECTED TO YOUR INSURANCE COMPANY, OR YOUR LOCAL VTR REGIONAL OFFICE.**

## When and Where to File Your Application

To ensure that your application is processed in a timely manner and that you receive your renewal credentials prior to expiration, return all forms **BY FEBRUARY 23, 2007**, to the address shown below for processing.

Renewals and proof of HVUT payment should be **MAILED** to the following address:

**Texas Department of Transportation  
Special Registration Branch  
PO Box 26440  
Austin, TX 78755-0440**

**THE IRP BRANCH WILL NOT ACCEPT ANY RENEWALS SUBMITTED IN PERSON. ALL RENEWALS MUST BE MAILED TO THE ABOVE ADDRESS IN ORDER TO BE PROCESSED. NEW ACCOUNTS ARE PROCESSED BY YOUR LOCAL REGIONAL OFFICE.**

**Overnight Mail Address:**  
Texas Department of Transportation  
**Special Registration Branch**  
4000 Jackson Ave.  
Austin, TX 78731

**YOUR LOCAL REGIONAL OFFICE IS UNABLE TO PROCESS RENEWALS UNTIL THE 16TH DAY OF THE MONTH FOLLOWING EXPIRATION.**

## Changes on the New Renewal Form Schedule A

The Schedule A is a computer generated printout of all vehicles currently registered in the fleet as of **JANUARY 27, 2007**.

### WEIGHT GROUPS

Weight Groups are now identified by group numbers (Group #1, Group #2, etc.). Each weight group is distinguished by the vehicle type such as TT-Truck Tractor or TK-Truck. In addition, the weight group is now labeled TT at 80,000. This will identify the type and the weight in each group.

Vehicle Types that are allowed in TxIRP:

- TT = Truck Tractor
- TK = Straight Truck
- BS = Bus

List on the additions page of the Schedule A any vehicles which were added to your account. Be sure to list the additions under the correct weight group.

### VEHICLE EQUIPMENT LIST

Please review all the vehicles listed on the provided equipment list for accuracy. If changes are required you can mark the box underneath the # symbol. This box is located to the left of the VIN on the vehicle equipment list. To indicate a change place a ( C ) in the box. To delete a unit from the fleet place a ( D ) in the box. Fill in the purchase price, purchase date or factory price if these areas are blank.

### E.I.N. # - MANDATORY FIELD

Employer Identification Numbers (EIN) are now required for each vehicle in the fleet. The EIN can be found on the completed IRS Schedule 1-Form 2290 for each vehicle listed on the equipment list.

### SPECIAL USES

Several jurisdictions calculate their registration fees based on vehicles that perform non-standard operations. Such uses for these vehicles are:

- **Carnival** = Jurisdiction(s) affected: MI
- **Dump Truck** = Jurisdiction(s) affected: MD, WA
- **Farm Truck** = Jurisdiction(s) affected: MD, MS, OH
- **Household Goods Carrier** = Jurisdiction(s) affected: MI, NY
- **Pump/Drill/Crane** = Jurisdiction(s) affected: UT
- **Logging Truck** = Jurisdiction(s) affected: MN, WA
- **Wrecker** = Jurisdiction(s) affected: IN, MD, MI, QC
- **Small Miles/Special Use** = Jurisdiction(s) affected: CO

# == IMPORTANT NOTICE ==

## FOR CARRIERS OPERATING IN IDAHO

Registrants renewing through the base jurisdiction or apportioning a new fleet to operate in Idaho after October 1, 2000 may request a refund from Idaho if the average miles per vehicle in a fleet is less than 50,001 miles.

To determine if a refund may be due, divide the total fleet miles by the number of vehicles in the fleet. If the average is less than 50,001 miles per vehicle, request a refund form from the Revenue Operations Unit, Idaho Transportation Department, at (208) 334-8770.

A copy of IRP Schedule A and B or a summary of these schedules from the records of the IRP Administration in the base jurisdiction is required with all refund requests.

## FOR CARRIERS OPERATING IN QUEBEC

Apportioned account holders who will show the Canadian Province of QUEBEC on their apportioned cab card(s) please note the following:

Fees for the Province of Quebec are based on the total number of axles on the vehicle or combination of vehicles. Therefore, the assumed number of total axles has been printed on the renewal printout to the left of the number of seats.

If this number is incorrect, please make corrections in red directly on the printout.

If you do not plan to show Quebec on your cab card, please disregard this notice.

# IRS News Release

Media Relations Office

Washington, D.C.

Media Contact: 202.622.4000

[www.irs.gov/newsroom](http://www.irs.gov/newsroom)

Public Contact: 800.829.1040

## **New Law Changes Highway Use Tax Rules: Installment Payment Option Eliminated**

IR-2005-68, June 23, 2005

WASHINGTON — The Internal Revenue Service today reminded truckers and other owners of heavy highway vehicles that the installment option for paying the federal highway use tax will no longer be available.

This change was included in the American Jobs Creation Act of 2004 and applies to filers of Form 2290, Heavy Highway Vehicle Use Tax Return.

Beginning with the Form 2290 for the tax year that begins on July 1, 2005 and ends on June 30, 2006, the balance due shown on the form must be paid in full by the due date of the return. In most cases, the deadline for filing the return and paying any tax due is August 31, 2005. Payment can be made by check, money order or electronically through the Electronic Federal Tax Payment System (EFTPS).

In previous years, taxpayers who timely filed Form 2290 could choose to pay the tax in up to four equal installments. Ordinarily, these installment payments were due on the last day of August, December, March and June. About 148,000 taxpayers chose this option last year, the IRS said.

In general, the highway use tax applies to trucks, truck tractors and buses with a gross taxable weight of 55,000 pounds or more. Ordinarily, vans, pick-ups and panel trucks are not taxable because they fall below the 55,000-pound threshold.

For trucks and other taxable vehicles in use during July, the Form 2290 and payment are due on August 31. The tax is based on weight and normally ranges from \$100 to \$550 per vehicle. A variety of special rules, discussed in the instructions for Form 2290, apply to vehicles with minimal road use, logging or agricultural vehicles, vehicles transferred during the year and those first used on the road after July.

State governments are required to receive proof of payment of the federal highway use tax as a condition of vehicle registration. Schedule 1 of the Form 2290 is stamped and returned to filers for this purpose. This process remains unchanged.

The Jobs Act also eliminated reduced tax rates for vehicles registered in Canada and Mexico. For vehicles with a base registration in either country, the tax rate was 25% below the regular rate.

In addition, the Jobs Act made electronic filing mandatory for taxpayers who file highway use tax returns for 25 or more vehicles. The availability of electronic filing for Forms 2290 is pending. Taxpayers should continue to file paper returns. The IRS will notify taxpayers when the electronic filing program is available.

The electronic payment option continues to be available, and the IRS urges taxpayers to enroll in EFTPS and pay their tax obligations this way.

The new Form 2290 and its instructions are now available on [irs.gov](http://irs.gov), the tax agency's Web site. The form and instructions will be mailed automatically to taxpayers who filed last year.

The form and instructions are available in Spanish and, for the first time this year, in French.

**Links:**

Form 2290 (English) <http://www.irs.gov/pub/irs-pdf/f2290.pdf>

Form 2290 (Spanish) <http://www.irs.gov/pub/irs-pdf/f2290sp.pdf>

Instructions for Form 2290 (English) <http://www.irs.gov/pub/irs-pdf/i2290.pdf>

Instructions for Form 2290 (Spanish) <http://www.irs.gov/pub/irs-pdf/i2290sp.pdf>

Electronic Federal Tax Payment System <http://www.irs.gov/efile/article/0,,id=98005,00.html>



# VEHICLE TITLES AND REGISTRATION DIVISION

## REGIONAL OFFICE LOCATIONS

### MAILING ADDRESSES AND PHONE NUMBERS

ABILENE	4250 N. Clack Abilene, Texas 79601-1141	LOCAL 325 734-5120 FAX 325 734-5122
AMARILLO	5715 I-27 South, Building H Amarillo, Texas 79110	LOCAL 806 467-8902 FAX 806 467-8940
AUSTIN	1001 E. Parmer Lane, Suite A Austin, Texas 78753	LOCAL 512 837-4416 FAX 512 837-7703
BEAUMONT	4245 Cardinal Drive Beaumont, Texas 77705-4407	LOCAL 409 842-5875 FAX 409 840-6813
CORPUS CHRISTI	1701 South Padre Island Drive, Building 2 Corpus Christi, Texas 78416	LOCAL 361 808-2600 FAX 361 808-2610
DALLAS-CARROLLTON	1925 E. Beltline Road, Suite 100 Carrollton, Texas 75006	LOCAL 972 417-3854 FAX 972 416-4296
EL PASO	1227 Lee Trevino, Suite B-100 El Paso, Texas 79907	LOCAL 915 591-8149 FAX 915 591-8058
FORT WORTH-ARLINGTON	910 North Watson Road Arlington, Texas 76011-5260 Mailing Address: P. O. Box 90601 Arlington, Texas 76006-9998	LOCAL 817 649-5937 FAX 817 649-1046
HOUSTON	10000 Northwest Freeway, Suite 105 Houston, Texas 77092 Mailing Address: P. O. Box 926109 Houston, Texas 77292-6109	LOCAL 713 681-6637 FAX 713 681-7229
LONGVIEW	1301 Karnes Road Longview, Texas 75604	LOCAL 903 753-6279 FAX 903 753-0879
LUBBOCK	135 Slaton Road Lubbock, Texas 79404	LOCAL 806 745-8888 FAX 806 748-0325
MIDLAND-ODESSA	3901 E. Highway 80 Odessa, Texas 79761	LOCAL 432 498-4674 FAX 432 498-4673
PHARR	600 West Expressway 83 Pharr, Texas 78577	LOCAL 956 781-3291 FAX 956 782-0695
SAN ANTONIO	4611 N.W. Loop 410 San Antonio, Texas 78229-5126	LOCAL 210 615-1776 FAX 210 615-5845
WACO	2203 Austin Avenue Waco, Texas 76701-1624	LOCAL 254 752-1152 FAX 254 752-7656
WICHITA FALLS	1601-A Southwest Parkway Wichita Falls, Texas 76302-4906	LOCAL 940 720-7754 FAX 940 720-7849

## TEXAS IRP MILEAGE REPORT CHART

JURISDICTION	ABBREVIATION	AVERAGE MILES
ALASKA	AK	0
ALABAMA	AL	2,206
ARKANSAS	AR	3,584
ARIZONA	AZ	4,336
CALIFORNIA	CA	4,593
COLORADO	CO	1,441
CONNECTICUT	CT	238
DISTRICT OF COLUMBIA	DC	6
DELAWARE	DE	100
FLORIDA	FL	1,620
GEORGIA	GA	1,665
IOWA	IA	694
IDAHO	ID	527
ILLINOIS	IL	2,637
INDIANA	IN	1,559
KANSAS	KS	1,262
KENTUCKY	KY	1,185
LOUISIANA	LA	4,405
MASSACHUSETTS	MA	203
MARYLAND	MD	351
MAINE	ME	100
MICHIGAN	MI	675
MINNESOTA	MN	184
MISSOURI	MO	2,292
MISSISSIPPI	MS	1,946
MONTANA	MT	250
NORTH CAROLINA	NC	987
NORTH DAKOTA	ND	100
NEBRASKA	NE	562
NEW HAMPSHIRE	NH	100
NEW JERSEY	NJ	511
NEW MEXICO	NM	4,305
NEVADA	NV	452
NEW YORK	NY	627
OHIO	OH	1,761
OKLAHOMA	OK	3,851
OREGON	OR	660
PENNSYLVANIA	PA	1,694
RHODE ISLAND	RI	100
SOUTH CAROLINA	SC	816
SOUTH DAKOTA	SD	105
TENNESSEE	TN	2,647
TEXAS	TX	44,627
UTAH	UT	784
VIRGINIA	VA	1,702
VERMONT	VT	100
WASHINGTON	WA	430
WISCONSIN	WI	392
WEST VIRGINIA	WV	491
WYOMING	WY	899
ALBERTA	AB	100
BRITISH COLUMBIA	BC	100
MANITOBA	MB	100
NEW BRUNSWICK	NB	100
NEWFOUNDLAND/LAB	NF	100
NOVA SCOTIA	NS	100
NORTHWEST TERRITORY	NT	100
NUNAVUT	NU	100
ONTARIO	ON	263
PRINCE EDWARD ISLAND	PE	100
QUEBEC	QC	100
SASKATCHEWAN	SK	100
YUKON	YT	63

Revised 01/01/07

## RENEWAL SCHEDULE G

This form should be used only if you do not wish to use the estimated mileage guide on page 8 of these instructions. If you are estimating mileages in any jurisdiction and you do not wish to use the estimated mileage guide on page 8, you may justify estimated miles using this Schedule G and you must show how those mileage estimates were determined. You **must** complete this form **only** when using your own estimates. In accordance with the International Registration Plan, we may adjust your estimate(s).

Instructions: For each trip, list the new jurisdiction(s) through which you plan to travel, the estimated miles you plan to travel within that jurisdiction, and the estimated number of trips and vehicles. This should yield the total estimated miles that you are reporting on the mileage Schedule B. Detach & return.

### EXAMPLE

Estimated Jurisdiction: **OKLAHOMA**

City	State	City	State	Mileage	X	Trips	X	Vehicles	= Total Estimated Mileage
Oklahoma City	to:	Tulsa		104		10		1	1040
Tulsa	to:	Oklahoma City		104		10		1	1040
Total Estimated Miles:									2080

Estimated Jurisdiction:

City	State	City	State	Mileage	X	Trips	X	Vehicles	= Total Estimated Mileage
	to:								
	to:								
Total Estimated Miles:									

Estimated Jurisdiction:

City	State	City	State	Mileage	X	Trips	X	Vehicles	= Total Estimated Mileage
	to:								
	to:								
Total Estimated Miles:									

Estimated Jurisdiction:

City	State	City	State	Mileage	X	Trips	X	Vehicles	= Total Estimated Mileage
	to:								
	to:								
Total Estimated Miles:									

*Attach additional sheets if necessary*

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Owner or Corporate Office

Date

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# InLine.



# OnLine.



24x7

## The *fast lane* to IRP renewal

Tired of waiting in line?

Don't want to drive any extra miles?

You won't have to thanks to the Texas Department of Transportation's new online service, TxIRP, that will let you renew your apportioned registration credentials through the convenience of the internet.

TxIRP is a secure service for fast and easy management of your IRP account. You can

access TxIRP anytime, anywhere: 24 hours a day, every day of the year.

You pay for your IRP transactions via electronic check (ACH) and print credentials from the convenience of your computer.

To find out more, go to [www.txdot.gov](http://www.txdot.gov), or email us at [txirp@dot.state.tx.us](mailto:txirp@dot.state.tx.us). You can also contact any TxDOT Vehicle Titles and Registration Regional Office or call us at (512) 374-5250. The TxIRP online fast lane is located at <https://irp.dot.state.tx.us/>

**[www.txdot.gov](http://www.txdot.gov)**

## COUNTIES IMPOSING COUNTY ROAD AND BRIDGE ADD-ON FEE

Anderson	10.00	Donley	10.00	Kaufman	10.00	Refugio	10.00
Andrews	5.00	Duval	10.00	Kendall	11.00	Roberts	5.00
Angelina	10.00	Eastland	10.00	Kerr	10.00	Robertson	11.50
Aransas	10.00	Ector	10.00	Kimble	10.00	Rockwall	10.00
Archer	10.00	Edwards	10.00	Kinney	10.00	Runnels	10.00
Armstrong	10.00	Ellis	10.00	Kleberg	10.00	Rusk	10.00
Atascosa	10.00	El Paso	10.00	Knox	10.00	Sabine	10.00
Austin	10.00	Erath	10.00	Lamar	10.00	San Augustine	10.00
Bailey	10.00	Falls	10.00	Lamb	10.00	San Jacinto	11.50
Bandera	10.00	Fannin	10.00	Lampasas	11.50	San Patricio	11.50
Bastrop	10.00	Fayette	10.00	La Salle	11.50	San Saba	10.00
Baylor	10.00	Fisher	10.00	Lavaca	10.00	Schleicher	10.00
Bee	10.00	Floyd	10.00	Lee	10.00	Scurry	10.00
Bell	11.50	Foard	10.00	Leon	10.00	Shackelford	10.00
Bexar	11.50	Fort Bend	11.50	Liberty	10.00	Shelby	10.00
Blanco	11.50	Franklin	10.00	Limestone	10.00	Sherman	10.00
Bosque	10.00	Freestone	10.00	Lipscomb	10.00	Smith	10.00
Bowie	10.00	Frio	11.50	Live Oak	10.00	Somervell	5.00
Brazoria	10.00	Galveston	10.00	Llano	10.75	Starr	10.00
Brazos	11.50	Garza	7.50	Lubbock	10.00	Stephens	10.00
Brewster	10.00	Gillespie	11.50	Lynn	10.00	Stonewall	10.00
Briscoe	10.00	Goliad	10.00	Madison	10.00	Sutton	10.00
Brooks	10.00	Gonzales	10.00	Marion	10.00	Swisher	10.00
Brown	10.00	Gray	10.00	Martin	5.00	Tarrant	10.00
Burleson	10.00	Grayson	10.00	Mason	10.00	Taylor	10.00
Burnet	10.00	Gregg	10.00	Matagorda	10.00	Terrell	5.00
Caldwell	10.00	Grimes	10.00	Maverick	11.50	Terry	10.00
Calhoun	8.00	Guadalupe	10.00	McCulloch	10.00	Throckmorton	10.00
Callahan	10.00	Hale	10.00	McLennan	10.00	Titus	10.00
Cameron	10.00	Hall	10.00	Medina	10.00	Tom Green	11.50
Camp	10.50	Hamilton	10.00	Menard	10.00	Travis	11.50
Carson	5.00	Hansford	10.00	Midland	10.00	Trinity	11.50
Cass	10.00	Hardeman	10.00	Milam	10.00	Tyler	10.00
Castro	10.00	Hardin	10.00	Mills	10.00	Upshur	10.00
Chambers	10.00	Harris	11.50	Mitchell	10.00	Upton	5.00
Cherokee	10.00	Harrison	10.00	Montague	10.00	Uvalde	10.00
Childress	10.00	Hartley	10.00	Montgomery	10.00	Val Verde	10.00
Clay	10.00	Haskell	10.00	Moore	10.00	Van Zandt	10.00
Cochran	10.00	Hays	10.00	Morris	10.00	Victoria	10.00
Coke	10.00	Hemphill	5.00	Motley	10.00	Walker	10.00
Coleman	10.00	Henderson	10.00	Nacogdoches	10.00	Waller	10.00
Collin	11.50	Hidalgo	10.00	Navarro	10.00	Washington	10.00
Collingsworth	10.00	Hill	10.00	Newton	10.00	Webb	10.00
Colorado	10.00	Hockley	10.00	Nolan	10.00	Wharton	10.00
Comal	11.50	Hood	10.00	Nueces	10.00	Wheeler	5.00
Comanche	10.00	Hopkins	10.00	Ochiltree	10.00	Wichita	10.00
Concho	10.00	Houston	10.00	Oldham	10.00	Wilbarger	10.00
Cooke	10.00	Howard	10.00	Orange	10.00	Willacy	10.00
Coryell	10.00	Hunt	10.00	Palo Pinto	10.00	Williamson	11.50
Cottle	10.00	Hutchinson	5.00	Parker	10.00	Wilson	10.00
Crockett	5.00	Irion	10.00	Parmer	10.00	Winkler	7.50
Crosby	10.00	Jack	10.00	Pecos	10.00	Wise	10.00
Culberson	10.00	Jackson	10.00	Polk	11.50	Wood	10.00
Dallam	10.00	Jasper	10.00	Potter	10.00	Yoakum	10.00
Dallas	10.00	Jeff Davis	10.00	Presidio	10.00	Young	10.00
Dawson	10.00	Jefferson	10.00	Rains	11.50	Zapata	6.50
Deaf Smith	10.00	Jim Hogg	10.00	Randall	10.00	Zavala	11.50
Delta	10.00	Jim Wells	11.50	Reagan	10.00		
Denton	11.50	Johnson	10.00	Real	10.00		
DeWitt	10.00	Jones	10.00	Red River	10.00		
Dimmit	11.50	Karnes	10.00	Reeves	5.00		

Revised 11/08/06

# **IMPORTANT**

## **APPORTIONED REGISTRATION RENEWAL APPLICATION CHECKLIST**

**To prevent processing delays, please take the time to carefully check your application. Did you:**

- \_\_\_\_\_1. Check the “**TYPE OF OPERATION**” on the application?
- \_\_\_\_\_2. Provide proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX** (Form 2290 Schedule I) for vehicles registered for 55,000 pounds or more?
- \_\_\_\_\_3. Provide **PROOF OF FINANCIAL RESPONSIBILITY** (liability insurance)?
- \_\_\_\_\_4. Provide a **Tax ID # (FEIN or SSN)**, **USDOT #** and **EMPLOYER IDENTIFICATION NUMBER (EIN)** where indicated?
- \_\_\_\_\_5. Provide a **CONTACT PERSON** and **TELEPHONE NUMBER**?
- \_\_\_\_\_6. Show the **PHYSICAL TEXAS ADDRESS OF THE REGISTRANT** on the application?
- \_\_\_\_\_7. Make sure that all vehicle information is **ACCURATE** and **LEGIBLE** and the complete **VEHICLE IDENTIFICATION NUMBER (VIN)** is provided?
- \_\_\_\_\_8. List any additions made after **JANUARY 27TH** and before the renewal is mailed to the IRP Branch on the “**ADDITIONS**” page of the printout?
- \_\_\_\_\_9. Fill in **MISSING PURCHASE PRICE**, **PURCHASE DATE** and/or **FACTORY PRICES**?
- \_\_\_\_\_10. Make any **WEIGHT CHANGES** on the **RENEWAL SCHEDULE A** (computer printout) in **RED INK**?
- \_\_\_\_\_11. Mark any **DELETED VEHICLES** with a **D** on the **RENEWAL SCHEDULE A**?
- \_\_\_\_\_12. Mark any **1ST YEAR ESTIMATED MILES WITH A #1** on the mileage schedule; mark any **2ND YEAR ESTIMATED MILES WITH A #2** on the mileage schedule?
- \_\_\_\_\_13. Write **ALL ACTUAL MILES** next to jurisdictions and check the box if you want to continue to operate in that jurisdiction or **MARK N** next to the mileage if you want to drop that jurisdiction from your apportioned cab card?
- \_\_\_\_\_14. **SIGN THE APPLICATION** where indicated?
- \_\_\_\_\_15. **KEEP COPIES** for your records?
- \_\_\_\_\_16. Return your renewal application to the Special Registration Branch by **FEBRUARY 23, 2007**.

**PLEASE REMEMBER THAT THE IRP BRANCH WILL NOT ACCEPT ANY RENEWALS SUBMITTED IN PERSON.**

**\*\*\*IMPORTANT\*\*\***

**MAKE SURE YOU HAVE INCLUDED:**

- SCHEDULE A — COMPUTERIZED EQUIPMENT LIST
- SCHEDULE B — DISTANCE TOTALS PER JURISDICTION
  - LEGIBLE COPY OF FORM 2290, INCLUDING  
SCHEDULE I — FEDERAL HIGHWAY USE TAX  
FOR VEHICLES 55,000 LBS. OR MORE
- THE COMPLETE VEHICLE IDENTIFICATION NUMBER  
(VIN) MUST BE SHOWN ON FORM 2290 AND MUST  
MATCH THE VIN EXACTLY AS SHOWN ON YOUR  
SCHEDULE A
- LEGIBLE COPY OF PROOF OF FINANCIAL  
RESPONSIBILITY — LIABILITY  
INSURANCE